INSTRUCTIONS FOR PRINTING TIMESLIPS BILLS SORTED BY CJA CATEGORIES

Through Version 8.0

1. In order to sort your Timeslips bill by CJA categories, you must first have programmed Timeslips to **use** the CJA categories. (Some of the preprogrammed default categories in Timeslips are already the same as the CJA categories, but not all of them).

You can create new categories as follows: from the Timeslips Navigator, click "Activity" on the bar on top of the Navigator box; then click either "New Time Activity" or "New Expense." This will call up a dialog box in which you give the new category a Nickname (presumably the same as the CJA category–such as "Legal Research and Brief Writing"). Whatever nickname you give the new category will appear on your future bills and summary reports.

2. Create the bills as follows: from the Timeslips Navigator, click "Bill Cycle" , then "Generate Bills." After selecting the usual options (client name, date range if other than the default–which is from the last bill for this client to today–etc.), click "Sort." The dialogue box will probably have a default setting, which on tester's computer was originally as follows:

Sort By	Order	Subtotals
Start Date	Ascending	No
Start Date	Ascending	No

This default setting gives you a strictly chronological bill for each client, with hours and expenses arranged by start date rather than categories.

To change this, highlight the "Start Date" line, click "Insert," and use the drop down menus at the bottom under these three headings to create the following settings:

Sort By	Order	Subtotals
Client	Ascending	No
Activity	Ascending	Yes
Start Date	Ascending	No

This will give you a bill for each client that is sorted by categories first, with hours and expenses within each category arranged by start date.

When you have it right, click "Accept' and save the new setting by clicking "Save As." That will call up a dialogue box entitled "Save Screen As a Template" which asks you to name that type of bill. The tester named it "CJA Bill by Category" and named the previous chronological setting as "Regular Bill"

When you next print a bill, if you do not want it in the form of whatever the default setting is (which is shown on the initial "Bills and Worksheets" dialogue box that you always start with when printing a bill), do

the following: After making all your usual selections click "Sort": For the dialogue box that appears click "Retrieve" and select the type of bill (e.g., "CJA Bill By Category" or "Regular Bill") that you want printed out.

Note: After the tester made all these changes the sorting default changed itself to "None–By Slip Number" each time the Timeslips program was launched. This is obviously not useful, so once you have come this far, you will have to select the type of bill sorting you want from the "saved" menu each time you want to view or print a bill in the future. If there is a way to make one of the saved categories the default, it was not discovered.

Version 9.0

1. Control B will bring up the billing screen.
2. Click on "Generate Bills."
3. Select the client as is always done.
4. Click on "Sorting"
5. Single Client on the word "Client." This will bring down a menu of cohoices.
6. Click Activity.
7. Right below is a box. Click "Full Name."
8. Lower left click "Add."
9. On the right next to Client Name, change the subtotal from Yes to No.
10. Print Report.